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ABSTRACT

The Company (abbreviated COMPNY) Library in the LEXIS/NEXIS database provides comprehensive information on corporations. The COMPNY Library contains more than 170 files of business and financial information, with an emphasis on publicly-owned companies. This guide is designed to walk users of the LEXIS/NEXIS system through the steps needed to access the COMPNY Library. It covers the contents of files, explains how to search the library, describes how to display/print and download records, and provides a list of basic commands and function keys. The guide includes examples of screens the user will need to manipulate and describes the 20 group records into which information pertaining to a specific company is broken down. Suggestions on how to refine a search strategy and a list of other sources are also provided. (KRN)

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Finding Company Information in the COMPNY Library of LEXIS/NEXIS

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The University Library

August 1992

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FINDING COMPANY INFORMATION IN THE COMPNY LIBRARY OF

LEXIS/NEXIS®

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Please read this guide carefully before you use the database.

This guide is designed to walk users of the LEXIS/NEXIS system through the steps needed to access the Compny library. It covers the contents of files, explains how to search the library and how to display/print and download records and includes a list of basic commands and function keys.

Introduction

The Company (abbreviated **COMPNY**) Library in the LEXIS/NEXIS system provides the most comprehensive information on corporations. The library contains more than 170 files of business and financial information from worldwide investment banks, leading research firms, SEC filings, and domestic and international profiles from Disclosure, Standard and Poor's, Vickers stock reports, Hoover's handbook reports, and numerous other print and non-print sources. Detailed information is available on mergers and acquisition prospects, deal summaries, bankruptcy/reorganization filings, earning projections, directors and executives, company and economic news, etc. **Information on privately-held companies is available but limited;** emphasis is on publicly-owned companies.

Accessing the COMPNY Library

To access the COMPNY Library, call up the main screen of libraries:

LIBRARIES -- PAGE 1 of 3
Please TRANSMIT the NAME (only one) of the library you want to search:
- For more information about a library, TRANSMIT its page (PG) number.
- To see a list of additional libraries, press the NEXT PAGE key.

NAME	PG	NAME	PG	NAME	PG	NAME	PG	NAME	PG	NAME	PG
NEWS		COMPANY		INDUSTRY		POLITICAL		LEGAL/TAX		MEDICAL	
NEXIS	1	COMPNY	2	BANKS	4	CMPGN	6	GENFED	7	GENMED	8
BACKGR	1	MERGER	2	CMPCOM	4	EXEC	6	FEDTAX	7	MEDEX	8
ENVIRN	1	NAARS	2	CONSUM	4	LEGIS	6	STATES	7	MEDLNE	9
LEGNEW	1	ASSETS	3	ENRGY	4			BANKNG	7		
SPORTS	1	DOCKET	3	ENTERT	4	INTL		CODES	7	PATENT	
		INCORP	3	INSURE	4	WORLD	5	FEDSEC	7	LEXPAT	6
		LINES	3	TRAN	4	EUROPE	5	INSRLW	7	COPYRT	10
BUSINESS		VERDCT	3			ASIAPC	5	LABOR	8	PATENT	12
MARKET	1			PEOPLE		NSAMER	5	LAWREV	8	TRDMRK	13
				PEOPLE	4	MDEAFR	5	LEXREF	8		
						CANADA	5	PUBCON	8	ASSISTS	
								STTAX	8	PRACT	9
										GUIDE	9

Select the Company Library by entering **compny** and pressing the **Enter** key. This will call up the first list of available group files:

Please TRANSMIT, separated by commas, the NAMES of the files you want to search. You may select as many files as you want, including files that do not appear below but you must transmit them all at one time. To see a description of a file, TRANSMIT ITS PAGE (PG) number

FILES - PAGE 1 of 1 (NEXT PAGE for additional files)

NAME	PG	DESCRIP	NAME	PG	DESCRIP
COMPANY LIBRARY (COMPANY)					
	1	Transmit the PAGE number for the Name of a COMPNY file			
Combined Files (COMPNY, CONEWS)	1		Intl'l Co. Profiles/Market Reports	7	
SEC data (Filings, Ownership)	3		Company & Economic News	8	
U.S. Public Co. Profiles	5		Business People Information	9	
U.S. Private Co. Profiles	6		Merger Acquisition Information	10	
			Public Rcrds (State Filings/Liens)	11	
			Consensus Earn. Projections (Zacks)	14	
Product Content (GUIDE)/Assists/Reference and What's New				15	

Press Alt-H for Help or Alt-Q to Quit.

Select the **Combined Files** by typing in number **1**, then pressing the **Enter** key. This will call up an additional group of files:

Please TRANSMIT, separated by commas, the NAMES of the files you want to search.
You may select as many files as you want, including files that do not appear below, but you must transmit them all at one time. To see the menu page containing the first file described below, press the TRANSMIT key.

DESCRIPTION - PAGE 1 of 16 (NEXT PAGE for additional files)

NAME	FILE	NAME	FILE
COMBINED FILES OF COMPNY DATA			
COMPNY	**Largest Group File of Company** Profiles, Security Ownership, SEC Filings, M & A Deals	SECABS	All SEC Abstracts (S-Reg Forms, 8-Ks, Insider Trading Forms 3 * 4, M & A 13/14-D's)
SEC	All Full Text And Abstracted SEC Filings	CONEWS	All Newswire Stories*
FILING	All full-Text SEC Filings (10-K, 10-Q, 20-F, Proxy Statement, Annual Reports)		

* Cannot be combined using custom file selection.
Press NEXT PAGE for Add'l group Files or .cf to return to the Table of Contents
Press Alt-H for Help or Alt-Q to Quit.

Select the Company Library by typing in **compny**, then pressing the **Enter** key. This will access the full group files and allow you to begin your search.

Searching for a Company

Enter the name of the company, following the search samples listed below:

SEARCH SAMPLES:

name(exxon) or co(exxon)

name(british airways) or co(british airways)

name(cci) or co(cci)

If you are unsure of the correct spelling of the company name, enter the name more than one way:

name (walmart or wal mart) or co(walmart or wal mart)

name (ge or general electric or g.e.) or co(ge or general electric or g.e.)

Please note:

1. You may use all lower case letters.

2 Always precede each company name with **name** and **co**, followed by the name of the company in parentheses ( ).

3. To correct a mistake, press the left arrow key and type over.

4. To begin a new search for another company, it is necessary to clear the screen before starting a new search. To begin a new search press the **F8** key or enter **.ns** (for new search) and press the enter key. If the user before you did not clear his or her search, it will be necessary to remove the earlier search before you begin.

5. If your search retrieves no records for your company:
   (a) check for typing or spelling errors
   (b) try a variant spelling (MacDonald or McDonald)
   (c) verify the company's name in reference sources found on the Business Tables (e.g., *Million Dollar Directory, Directory of Corporate Affiliations, America's Corporate Families*, etc.).

6. Small, privately owned company will frequently not be covered in the files.

7. Information on subsidiaries is limited; the files emphasize parent companies.

Groups Records

If information on your company is available, the system will list the number of records available and break them down into 20 groups. (If your initial search calls up more than 500 records, press the Enter key again.)

There are a total of 434 documents that satisfy your search request through Level 1, grouped as follows:

GROUP:	(1)	1	DISCLOSURE REPORT	(11)	2	ZACKS EARNINGS PROJ
	(2)	318	DAILY SEC ABSTRACTS	(12)	1	HOOVERS HANDBOOK RPT
	(3)	30	SEC FULL-TXT FILINGS	(13)	0	ICC REPORTS
	(4)	0	S&P CORP REGISTER	(14)	7	EXTEL CARDS
	(5)	0	S&P NEWS & DESCRIPS	(15)	0	FP CORPORATE SURVEYS
	(6)	6	TRINET COMPANY RPTS	(16)	1	COMLINE JAPNSE CO.
	(7)	45	IDO M&A REPORTS	(17)	2	GBI WRLDWDE CO. RPTS
	(8)	19	VICKERS STOCK RPTS	(18)	1	HOPPENSTEDT REPORT
	(9)	1	MKT. GUIDE PROFILE	(19)	0	CO INTELLIGENCE RPTS
	(10)	0	BNKRPCY DATASOURCES	(20)	0	FP DIRECTOR DRCTRIES

TO DISPLAY DOCUMENTS IN THE FIRST GROUP, press any format key (e.g. FULL).
TO GO DIRECTLY TO A PARTICULAR GROUP at any time, transmit the word GROUP and then the group number (e.g., GROUP2).

USE OF THE REQST KEY WITH GROUPED RESULTS:
- To recall this summary while browsing, transmit the REQST (R) key.
- To review your search request from a GROUP summary screen, transmit the REQST key.

For further explanation, press the H key (for HELP) and then the TRANSMIT key.
Press Alt-H for Help or Alt-Q to Quit.

When viewing groups of documents, choose a group from this screen by typing group and number (e.g., group1), then press the **Enter** key (Only one group file can be searched at a time.) To return to the main results screen to choose another group, enter the letter **r** and press the **Enter** key.

To get a complete detailed picture of a company, it may be necessary to view the documents from more than one group of records. The 20 groups of documents are:

Group 1. **DISCLOSURE®**

These reports contain detailed business and financial information for more than 12,000 public companies, extracted from reports filed with the SEC. A company must have at least 500 shareholders, $5 million in assets and filed a 10K or 20F in the past 18 month to be included in these reports.

Group 2 **SEC ABSTRACTS**

Contain abstracts of :
- Insider trading reports (Forms 3 and 4)
- Outstanding corporate events (8K)
- S-Registration filings (S1 - S4, S8. S11, S18)
- Tendership offers and ownership reports (13D, 13G, 14D1, 14D-9, 13E-3, 13E-4)

Group 3. **FULL-TEXT SEC FILINGS**

Full-text 10Qs, 10Ks, and 20Fs for companies traded on the New York or American Stock Exchange. Annual reports back to 1987 are also included.

Group 4. STANDARD AND POOR'S REGISTER OF CORPORATIONS, DIRECTORS AND EXECUTIVES

Provides business facts on over 400,000 executives, 40,000 private and 10,000 publicly-held corporations.

Group 5. STANDARD & POOR'S CORPORATE DESCRIPTIONS AND DAILY NEWS

Financial information on more than 9,300 companies traded on major stock exchanges along with daily news reports from November 1989.

Group 6. TRINET COMPANY REPORTS

These corporate records provide information on publicly and privately held U.S. companies including companies which own and operate one or more establishments. Data collection and verification is done through phone contacts, published annual reports and news publications. Information on privately held companies is limited.

Group 7. IDD MERGER AND ACQUISITIONS REPORTS

These reports include detailed information on U.S., Canadian, and European mergers, divestitures, acquisitions and leveraged buyouts. These reports are updated daily and cover publicly announced M&A transactions valued over $1 million or involving 5% of a company's stock.

Group 8. VICKERS STOCK REPORTS

Institutional and insider holding data extracted form various SEC filings that include institutional investors as well as more than 10,00 common and preferred stocks grouped by their institutional holders.

Group 9. MARKET GUIDE

Narrative and financial information on 7,000 public companies including balance sheet, income statement and quarterly results covering the last three years.

Group 10. THE BANKRUPTCY DATASOURCE

Provides bankruptcy information on corporations with assets greater than $5 million involved in Chapter 11 proceedings including interested parties, major creditors, summary of debts and law suits.

Group 11. ZACKS EARNING PROJECTIONS

A collection of reports that specialize in gathering estimates of corporate earnings, from which it generates financial forecasts. The reports provide the earning per share (EPS) for the next quarter, the current and next fiscal year and five years' cumulative ESP growth.

Group 12. HOOVER'S HANDBOOK REPORTS

Hoover's Handbook contains concise summaries of 500 selected companies that are publicly held including the 20 largest airlines, management consulting firms and the ten largest LBOs of the 1980s. Background and historical information is sometimes included.

Group 13 through Groups 20 contain international corporate information

Group 13. ICC FULL-TEXT MARKET REPORTS

One of Britain's largest providers of company information, these reports cover consumer, business and industrial markets from Western Europe, North America, the Middle East and Asia.

Group 14. EXTEL CARDS

Extel Cards include fact, figure, background information and news stories for 5,000 British corporations and 2,00 businesses located in Europe, North America, the Middle East and Asia.

Group 15. FINANCIAL POST CORPORATE SURVEYS

Listing of 6,000 Canadian companies including subsidiaries and affiliates engaged in manufacturing, services, mining and energy industries.

Group 16. COMLINE JAPANESE COMPANY REPORTS

Comprehensive corporate reports of Japanese companies compiled by the Ministry of International Trade and Industry containing basic company statistics and corporate structure information.

Group 17. GBI WORLDWIDE REPORTS

GBI Reports, located in Munich, list corporate profiles, balance sheets and financial ratios for Europe's largest companies.

Group 18. HOPPENDSTEDT REPORTS

Hoppenstedt Reports contain financial, sales and US-SIC code information for many European and Asian corporations.

Group 19. COMPANY INTELLIGENCE REPORTS

A combined directory and company news file on 141,000 U.S. private and public corporations as well as 30,000 international companies. Includes listings of periodical articles on companies. To view these articles, it is necessary to change libraries (**.cl**), leaving the COMPNY library to go into the NEXIS Library (see p.1).

Group 20. FINANCIAL POST DIRECTORY OFFICERS

Full-text database of approximately 17,000 directors and executives of Canadian companies who reside in Canada.

Displaying Search Results

After selecting a group of records (e.g.,group1, group17, etc.), records may be displayed in either the **CITE** format or **FULL** format. To select records in the CITE format, press the **F7** key or type **.ci**, then press the **Enter** key. To select record in the FULL format, press the **F9** key or type **.fu**, then press the **Enter** key.

The CITE (or citation format) provides only brief listings (author, title, name of document, date, etc.) and allows you to quickly scan through records in a group:

LEVEL 1 - GROUP 8 - 19 VICKERS STOCK RPTS

1. Copyright (c) 1992 Vickers Stock Research Corporation, EXXON Corporation, March 31,1992
2. Copyright (c) 1992 Vickers Stock Research Corporation, AMERICUS TR EXXON (PRIME), Tickers Symbol: XNP, July 18, 1992
3. Copyright (c) 1992 Vickers Stock Research Corporation, AMERICUS TR EXXON (SCORE) Ticker Symbol: XNS, July 18, 1992
4. Copyright (c) 1992 Vickers Stock Research Corporation, AMERICUS TR EXXON (UNIT), Ticker Symbol:XNU, July, 18, 1992
5. Copyright (c) 1992 Vickers Stock Research Corporation, EXXON CAP VENTURES ZERO CPN 0 00 08 1993, Ticker Symbol: 301915, July 18, 1992
6. Copyright (c) 1992 Vickers Stock Research Corporation, EXXON CAP VENTURES inc 0 00 11 1993, Ticker Symbol: 301915, July 18, 1992

To view a particular citation, type in the citation number (1, 2, etc.), then press the Enter key.

The FULL format provides the full text of the document.

The function keys at the top of the computer keyboard will allow you to quickly move from one document to another. **F1** or (.np) takes you to the next page; **F2** or (.pp) takes you to the previous page; **F3** (or .nd) takes you to the next document; and **F4** (or .pd) takes you to the previous document.

Full-text documents will range in size from only a few paragraphs to hundreds of pages. To see the number of pages in a documents, enter the letter **P,** then press the enter key. **F1** (or .np) will advance you from page to page within a document. If wish to advance more than a page at a time, enter **p*** followed by page number (e.g., p*13). Entering **.fp** will take you back to the first page of a record.

Printing and Downloading

No printers are attached to the LEXIS/NEXIS terminals. To print records, users must first download the needed records to a floppy disc, then take the floppy to one of the laser printers adjacent to the Reference Desk on the first floor. There is a printing charge of $.10 per page and a copy card must be used. Copy cards may be purchased at the copy card dispenser located in the first floor lobby area. Computer floppies may be purchased at the Circulation or Check-out Desk on the first floor. **High density floppies** (DS,HD) must be used on the LEXIS/NEXIS system.

To save your data to a floppy disc:

1. Display the data to be saved on the screen
2. Press the PRINT SCREEN key
3. Issue the Next page command (.np or F1)
4. Repeat step 2 and 3 until all the data has been saved (only a page can be saved at a time)
5. Sign off from the system by using the following procedure:
   type **.so** and hit Enter
   type **n** and hit Enter
   press **Alt-X** to get to main menu
6. Place your floppy in either the **A:** or **B:** drives
7. Select the appropriate option for downloading either to the **A:** or **B:** drives
8. Confirm that data has been saved by selecting **Option 9** "Check Printdat" and follow the prompts

Please Note:

1. Only a page at a time can saved; it is not possible to download or save an entire document.
2. LEXIS/NEXIS automatically names each file ("Printdat") it downloads. If you wish to download another file on to the same disc, it will be necessary to rename the first file downloaded or the new file information will replace the downloaded information already on your floppy. To rename a file, use the terminals adjacent to the Reference Desk. Select Rename Existing file from the main menu.
3. Remember that the files contain extensive reports and documents and your disc may fill up rapidly.
4. Two pages of a LEXIS/NEXIS screen equal one standard size page (8" x 11").
5. Make sure your copy card has the neccessary amount of money needed to print out your saved material. If the card runs out of money the entire contents of the saved file will need to be reprinted.

Refining Search Strategy

It is possible to further narrow or define a company search by limiting the search to specific fields (or **segments**) within documents. Limiting a search to a segment or segments allows the user to call up just one particular aspect or subject that may be contained in an extensive report. Segments vary from file to file on the COMPNY Library, but the following are the most common segments:

NAME: Complete or partial name of company (COMPANY-NAME and COMPANY are also equivalent segments).

DATE: Displays the date of publication for the document.

EXCHANGE: The exchange on which the company is traded, e.g., American Stock Exchange, New York Stock Exchange, etc.

TS: Ticker symbol for the company.

ADDRESS: Detailed individual segments contained in address, i.e., street address, city, state, ZIP code and country.

When conducting a search with the ADDRESS segment, use the AND connector. To search foreign companies, spell out the full name of the country, i.e.:

ADDRESS (columbus AND ga); ADDRESS (north hampton AND england)

INCORPORATION: State or country in which company is incorporated.

EMPLOYEES: Number of employees

After selecting a group file (e.g., group1, group5, etc.), you can view a list of segments contained in the group number or file by typing **.se** (for segment) then pressing the **Enter** key. To view a particular segment, type in the segment name (e.g., date, share, employees, etc.), then press the Enter key. **F6** (or .fu) will display the full segment information. More than one segment can be searched at a time.

Depending on the group number or file selected, segments are available for a variety of subjects: officers, earnings, assets, sales-growth, ownership, dividends, SIC number, incorporation, creditors, ratio-analysis, subsidiaries, cash-flow, etc.

Additional Groups or Files

The COMPNY group file is the largest file in the COMPNY Library. It is designed to retrieve with one search as much financial information as possible on a corporation. If the COMPNY group file does not provide the information needed, there are other group files or files available that may be searched. Some of these include:

CONEWS -- contains a wealth of business and financial information from financial publishers and business wires. Information includes news stories, wire announcements, and abstract reports.

SPCO -- combines two of Standard and Poor's well-respected sources: Corporate Descriptions (SPDESC) and Daily News (SPNEWS). The file provides information on publicly-held companies with securities trading on the New York, American and regional stock exchanges; the NASDAQ System; Over-the-Counter in the United States, as well as various exchanges in Canada and abroad.

FILING -- Contains the full text of the following SEC filings: 10-Qs, 10-Ks, 20-Fs, Annual Reports to Shareholders and Proxy Statements. Information is available from July 1987.

To change from file to file, type **.cf** (for change file), then press the **Enter** key.

Guide File

The COMPNY Library has over 170 files. For a complete listing and product descriptions, please ask at the Reference Desk. A complete guide to product contents is also available as a separate file within the COMPNY Library (select page 15 of the first introductory group screen). A listing of Standard Industrial Classification (SIC) codes is also in the guide file.

Commands and Function Keys

DISPLAY

.fu	(F6)	=	FULL text of document
.kw	(F5)	=	KWIC ("key words in context") 15 searchable words
.ci	(F7)	=	CITE bibliographic references for each document
.se		=	SEGMENT designated portions of a document

REVIEW

.np	(F1)	=	next page
.pp	(F2)	=	previous page
.fp		=	first page
.nd	(F3)	=	next document
.pd	(F4)	=	previous document
.fd		=	first document

CHANGE

.ns	(F8)	=	new search
.cl	(F10)	=	change library
.cf		=	change file
.so		=	sign off the system

DUAL FUNCTION KEYS

m	=	modify
r	=	request search
p	=	page (to know number of pages in document)
p*	=	page in a document (e.g., p*3, p*7)
h	=	help key

ALT-F10 = stop or break search